



COLEHILL PARISH COUNCIL

MODEL PUBLICATION SCHEME – ADOPTED 25th June 2024

Colehill Parish Council have adopted the Model Publication Scheme issued by the Information Commissioner’s Office (ICO), this sets out our commitment to make information available to our residents.

The following information is available under the model publication scheme:

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do Organisational information, structures, locations and contacts (current information only)	
Who’s who on the Council and its committees	hard copy / website
Contact details for Parish Clerk and Council Members (named contacts where possible with telephone number and email address (if used))	Hard copy / website
Class 2 – What we spend and how we spend it Financial information relating to projected and actual income and expenditure and financial audit (current and previous financial year as a minimum)	
Annual Return form and report by auditor	hard copy/pdf/notice board/website
Finalised budget	hard copy/pdf/website
Precept	Minutes/website
All expenditure	Website
Standing Orders and Financial Regulations	hard copy/pdf/website
Grants given and received	Minutes/website
List of contracts awarded and value of contract	hard copy
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews (current and previous year as a minimum)	
A summary of key achievements in the previous year and outline plans for the current financial year.	Website
Class 4 – How we make decisions Decision making processes and records of decisions (current and previous council year as a minimum)	
Timetable of Council, committee and sub-committee meetings	Website
Agendas of Council, committee and sub-committee meetings	Website / notice board / pdf

Minutes of Council, committee and sub-committee meetings – nb this will exclude information that is properly regarded as private to the meeting.	Website / pdf
Reports presented to Council meetings – nb this will exclude information that is properly regarded as private to the meetings.	hard copy/pdf
Bye-laws	hard copy / pdf / stainless steel signs
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities (current information only)	
Procedural standing orders	website / hard copy / pdf
Committee and Working Group terms of reference	website / hard copy / pdf
Code of Conduct	website / hard copy / pdf
Policies & Procedures	website / hard copy / pdf
Employment Policies	website / hard copy / pdf
Complaints Code of Practice	website / hard copy / pdf
Class 6 – Lists and Registers Currently maintained lists and registers only	
Any publicly available register or list	hard copy / pdf
Assets Register	hard copy/pdf
Risk Assessment Register	hard copy/pdf
Register of Members' interests	website
Register of gifts and hospitality	hard copy
The Effectiveness of the Internal Audit	hard copy/pdf
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses (current information only)	
Play area, BMX trail, amenity land	website/Facebook/ Twitter
Seating, war memorial, notice boards, bus shelter, grit bins	hard copy/website
CCTV	hard copy/website
Twitter	
Website	
Facebook	

SCHEDULE OF CHARGES

Format	Charge	Rationale
Information available via our website / Facebook / Twitter	Free	Residents can access this information themselves on demand
Information that can be provided in electronic form by the Clerk	Free	Electronic documents can be easily provided by email
Information provided in hard copy by the Clerk	10p per sheet black & white 20p per sheet colour 2 nd class postage cost	To cover cost of printing and posting information provided as hard copy

Version History

Date	Summary of Changes
26/1/21	Policy rewritten based to incorporate a charge for printed information.
14/3/23	Amending wording of Class 3 and removing reference to the parish plan.
25/6/24	Reviewed, no changes

This Policy will be reviewed annually, the next review is due Jun 2025.